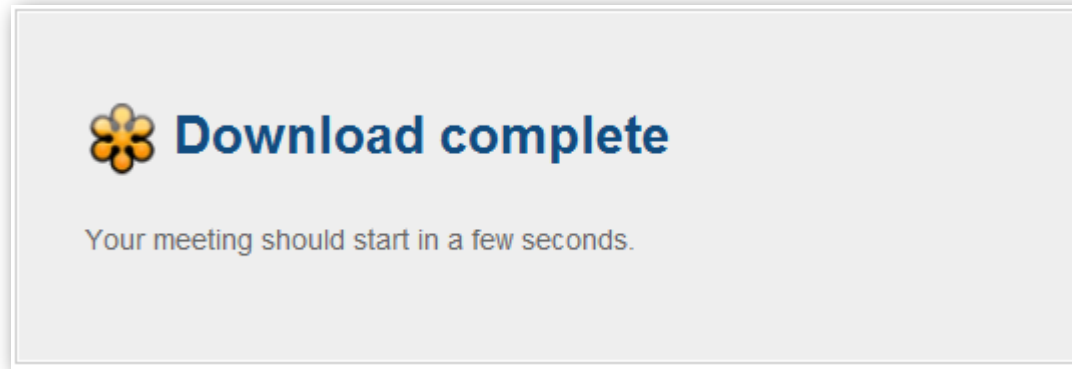


To install the GoToMeeting software on your system:

1. Go to www.gotomeeting.com and select **Log In**
2. Select **Need to re-install our software?** (The software download will automatically start, then indicate when the download is complete)



3. Now you can access GoToMeeting from the GoToMeeting shortcut on your desktop, or from your system tray by right clicking over the GoToMeeting icon:



To login to GoToMeeting remotely using Internet Explorer:

1. Go To www.gotomeeting.com, and select **Log In**
2. Enter the following email address and password:
 - Email Address: eotameet@eota.energy.gov
 - Password: password30ta
3. The GoToMeeting dashboard will open, and you can then join, schedule or edit your meetings